

Logging In

- URL: myihsonline.com/images
- Enter Username: Your Email will be your User Name
- Enter Password: Passwords are case sensitive
- *Changing your Password:
 1. Choose "Profile" from Name Dropdown at Top Right
 2. Choose "Security Settings" tab and choose "Click to Change" Password

Windows OS:
Windows 10
Preferred Browser Google Chrome
(Version 28.0 or later)

Mac OS:
Safari (Version 6.0 or later)
Preferred Browser Google Chrome
(Version 28.0 or later)

Log in

Email Address or User Name:

Password:

Login

Don't have an account? Click "Request Access" below to get started

Request Access

Forgot your password?

Click here to reset your password.

Click here to return to MyIHS Online.

The Basics

View Reports

1. Go to Home Page
2. Enter Patient Last, First Name
3. Click on to Open and View Report
4. "Appointment Date & Time" default is "Last 30 Days". Worklist displays patient exam history for all "Exam Statuses" specific to the date range shown. Click on the calendar icon to adjust date range.

The screenshot shows the MyIHS ONLINE Home page. The 'HOME' tab is selected. The search filters include Patient Name, Patient MRN, Patient Last Name, Patient DOB, Provider, Appointment Date & Time (set to Last 30 Days), Exam Status, and My Status. The 'Appointment Date & Time' filter is circled. Below the filters is a table with columns: Patient Name, Patient DOB, Patient MRN, Accession #, Appointment Date & Time, Procedure, Provider, Location, and Exam Status. The first row of the table is highlighted.

USER HINT:

Choosing the pre-defined calendar option of "All Faraway", displays patient exam history, with IHS, for all time – up to 10 years.

Print Reports

1. Open/View Report
2. Choose "Print Results"

The screenshot shows the Report page. On the left is the 'Patient Information' section with fields for Name, DOB, Home, Cell, Work, Exam (NM BRAIN STRIATAL SPECT IMAGING (DaT SCAN)), Date of Service, and Additional Notes. On the right is the 'Exam Results' section. The 'Exam Results' section has a header with the Imaging Healthcare Specialists logo and contact information. Below this is a table with columns: Patient Name, Exam Date, Accession #, At the Request, and Results. The 'Print Results' button is circled in the bottom right corner.

Order Exams

1. Choose "ORDER EXAM"

2. Search for Your Patient

A. If You See Your Patient

- Verify Patient Name and DOB
- Choose + to Order Exam

B. If You Don't See Your Patient

- Choose "Create New Patient"
- Enter all "Required" Fields

3. Choose Referring Provider

4. Enter Insurance Plan, Member ID and Authorization

5. Exam Selection (Choose Exam Ordered by Provider)

6. Enter Primary Diagnosis/Clinical Indication (*Note: Corresponding DX/Clinical Indication are required for each exam.)

7. Enter ICD-10 Code(s) (*Note: Corresponding ICD-10 Code(s) are required for each exam.)

8. Enter any Special Instructions we need to know. (Examples: Patient requires assist/wheelchair; Focus attention to L4-5)

9. "SUBMIT" Order

* **STAT EXAM** - Submit order and call IHS to ensure expedited scheduling for urgent exams.

Review Exam Status

1. Go to Home Tab

2. View "Exam Status" Column for current status of any patient

	Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Provider	Location	Exam Status
					2020 3:15 PM	MR LUMBAR SPINE W/O CONTRAST		Imaging Healthcare Specialists Alvarado	Final
					2020 2:45 PM	MR CERVICAL SPINE W/O CONTRAST		Imaging Healthcare Specialists Alvarado	Addendum
					2020 4:10 PM	MR BRAIN POSTERIOR FOSSA W/O CONTRAST		Imaging Healthcare Specialists Encinitas	Cancelled

Search Types

MY PATIENT SEARCH

- Screen Defaults to "My Patient Search" on Log in - Patients displayed represent those referred by you or your practice
- Four Search Options: BEST OPTION: Search: LASTNAME, FIRST
- Limit Patient Search to "Your Patients" by Choosing Your Name in "Provider" Drop Down Filter

ALL PATIENT SEARCH

- "Break Glass" Feature removes the "practice limitation" and allows users to search patient exams by "all" referrers

Search Filters Defined

☒ My Patient Search
 ☐ All Patient Search

Search:
 Patient MRN:
 Patient Last Name:
 Patient DOB:
 Provider:
 Appointment Date & Time:
 Exam Status:
 My Status:

SEARCH

Patient search field (LAST, FIRST)

PATIENT DOB

Recommended use for common last names to narrow search

PROVIDER

A. **Blank:** Populates all patients associated to any Provider

within that Practice

B. **Specified Provider:** Limits patient search to only providers listed

MY STATUS

Managed by Provider in "Report View" Window

(UnRead or Read is not relevant to final report status)

APPOINTMENT DATE AND TIME

A. Patient/Exam will populate for the Date Range identified

B. Use Calendar icon to adjust date range

EXAM STATUS

Describes status of a specific patient exam by:

A. **Scheduled:** Exam is scheduled

B. **Canceled:** Exam was Canceled

C. **Addendum:** Exam has an Addendum to Original Report - Exam is Complete

D. **Final:** A Final Report has been issued to Exam - Exam is Complete

SORT COLUMNS ↑↓

Each column heading allows user to Sort Query (A-Z) and (Z-A) by clicking Column Heading

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure
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Order History

Provides Complete View of ALL Orders Submitted by this Provider

HOME

ORDER EXAM

ORDER HISTORY

LOG OUT

Search:

Provider:

Patient Last Name:

Patient First Name:

Ordered Exam:

Status:

Create Date:

Last 30 Days

Layout

Refresh

Reset

Clear Filters

Edit Layout

Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Ordered Exam	Provider Enabled	Form Name	Status	Comment	Create Date
PATIENT - PROVIDER INFORMATION											
						EXAM MRI : Brain Routine, Without Contrast (70551)	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	In Process		2/20/2020 4:34 PM
						EXAM CT : Maxillofacial (70486), Routine - Without IV Contrast	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Ordered		2/20/2020 4:01 PM

STATUS

A. **In Process:** Exam is ORDERED and NOT Scheduled

B. **Scheduled:** Exam has been Scheduled

C. **Canceled:** Exam has been Canceled

CREATE DATE

Reflects the date online order was submitted

View, Print & Download Images

Viewing Images - ProViewer

1. 🔍 View all historical exams associated to this patient
2. 👁 View Images from HOME tab by choosing "Image Icon"
3. Choose "Layout" option to change series/screen view.
Default is full screen/single series/image.
4. "Thumbnail" images, (small images vertically on left margin), represent the first image for each series performed for this study. Drag/Drop Thumbnails to screen at Right.
5. View image/series using: Scroll or Click/Drag mouse functions, or up/down arrow keys. Double-Click will launch image series to full screen and again back to previous layout.
6. Tool options available across top margin or on "Right-Click" for Quick Tool dropdown.

View & Print Report In Image Viewer

1. Choose "Reports" Tool at Top Right. "Attached Reports" window will launch - **Choose PDF VERSION to view.**
2. "Control P" will launch the printer associated to your computer.

Printing Images

1. Choose "Export" Tool at Top Right, then choose "Print Screen."
2. Choose preferred options/layout and print as desired.

Downloading Images

1. Search and open desired Patient Study.
2. Choose "Export" Tool at Top Right.
Choose "Export ISO" option to download study to your local or other location.
3. Choose "SAVE" to begin download and wait to complete (*This can take several minutes*).
4. Open "DOWNLOADS" Folder.
5. "Right Click" on Patient Folder and Choose, "EXTRACT ALL".
6. When completed, Double-Click, "ProViewer.app" to open Viewer and study images.

